

**FRANKLIN COUNTY  
DEPT. of JOB and FAMILY SERVICES  
80 East Fulton Street  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Employment Services Supervisor (Non-Bargaining) **PCN:** 102010  
**Unit:** 2010

**DEPARTMENT:** South Community Opportunity Center **P.R.:** N14

**RESPONSIBILITIES:** Provides direct supervision to a unit which is responsible for: determining eligibility for financial, medical, food stamps, emergency assistance, child care and other services. Assigns and monitors need assessments completed on unit customers and reviews cases. Provides training on policies and procedures, federal and state regulations and requirements, and effective and comprehensive interviewing techniques.

Assists in the development of policies and procedures and evaluates existing. Evaluates customer needs and service delivery system and makes recommendations for improvement of service.

Works with local organizations in the identification and development of service. Works with the Job Development and Resource Unit in the development of employment opportunities and the placement of center customers in gainful employment.

Monitors unit activities to complete reports on unit performance or individual case activities. Prepares and reviews case summaries and prepares required and/or requested county and state reports.

**MINIMUM REQUIREMENTS:** 12 months experience in providing either federally mandated employment or unemployment compensation activities for clients plus: 600 hours training in employee training and development (or 6 months experience); 600 hours training in supervision (or 6 months experience); 1 course in public relations (or 1 month experience); 1 course in office management (or 1 month experience); or equivalent.

**SCREENING CRITERIA:**

Experience providing Human Services' programs.

Experience in supervision.

Experience preparing reports.

**STARTING SALARY:** \$21.38 per hour/120 day probationary period.

**DATE POSTED:** Wednesday, October 18, 2006

**DEADLINE FOR APPLYING:** Tuesday, October 31, 2006, at 5:00pm.

If interested, please send application/resume to the Franklin County Human Resources Department 373 South High Street, 25<sup>th</sup> Floor, Columbus, Ohio 43215.

**- EOE -**